COR120U – SCEIS ECC Navigation
Online Course Script

COR120U Title Page:

Welcome to Core One Twenty U, SCEIS Enterprise Central Component (ECC). This introductory course is designed to provide users with a general overview of basic navigation in SCEIS ECC.

COR120U Index:

The lessons in this course include:

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Lesson 1 - SCEIS ECC Overview and Access:

Lesson One: SCEIS ECC Overview and Access.

SCEIS Enterprise Central Component

What is SCEIS Enterprise Central Component or ECC? ECC is a computerized system of business modules. These modules are integrated to “talk” to one another by sharing information through a large, interconnected database.

Users will create predefined transactions in ECC such as creating customer invoices, posting journal entries and processing time management.

Multiple users may have to work on various tasks in ECC to complete a process.

For Example: The Accounts Payable clerk enters a vendor invoice in the system for payment. Next, the Accounts Payable Lead will approve and post the invoice. Finally, the Comptroller General's office will approve payment and a check will be cut to the vendor. Multiple users were involved in completing transactions throughout this process so that a vendor could receive payment.

Accessing SCEIS ECC

SCEIS uses a web-based application called Citrix to provide users access to SCEIS ECC.

To Log On Citrix: Launch your Internet browser and type the following address: h t t p colon forward slash forward slash w w w dot sceis dot s c dot gov

At the SCEIS Home web-page: Locate and click the SCEIS Logins link.

Next, locate and click the Citrix link to display the Log On webpage.

At the Citrix Log On page: Enter your SCEIS User Name and Password in the Log On box.

Click the Log On button.

The Citrix webpage will appear. Users may have multiple icons to select from based on their job responsibilities. To access SCEIS ECC, click the SAP Logon Pad icon.

A Windows Logon security notice will be displayed. For secure access, click the OK button.

An SAP Logon Pad box may appear indicating that SAP is in the process of being launched. Wait for this to complete.

The Logon Pad is now displayed: To launch a session, double-click: PROD – ECC Production System.

You have now successfully logged into a new ECC Session. Note that ECC will time out after sixty minutes of inactivity. Also, Citrix will time out after thirty minutes of inactivity. This means that users may be required to re-log into Citrix prior to re-logging into ECC.

Lesson 2 – Navigating SAP Easy Access:

Lesson Two: Navigating SAP Easy Access.

ECC Easy Access – Menu Bar

The default screen displayed when logged into SCEIS ECC is the SAP Easy Access User Menu. This is the general SAP Menu.

Users will navigate Easy Access using menus and toolbars. The ECC Menu Bar is located at the top of the screen and gives users access to system functions.

The Menu Bar icon in the upper left corner displays a drop-down menu that allows users to select functions such as: minimize/maximize screens, create new sessions, close sessions, and stop a transaction.

Standard Toolbar

The Standard Toolbar, located below the Menu Bar, provides users quick access to commonly used functions within ECC. If a toolbar button is gray, it is not available for use on that particular screen.

Buttons on the Standard Toolbar are from left to right as follows:

- The Enter button validates the field and moves to the next function but does NOT save work.
- The Command Field and Drop-Down Box is used to enter transaction codes and view transaction history.
- The Close or Open Command Field shows or hides the Command Field button.
- The Save button saves data or changes.
- The Back button moves back to the previous screen or menu level.
- The Exit button exits current menu or task WITHOUT saving data.
- The Cancel button cancels data entered in the current task.
- The Print button prints the document displayed on the screen.
- The Find button searches for words and numbers or a combination in an open document.
- The Find Next button performs extended searches.

The next four buttons help you move through long lists or reports.

- The First Page button moves to the first page of your document or report.
- The Previous Page button moves one page up.
- The Next Page button moves one page down.
- The Last Page button moves to the last page of your document or report.

- The Creates New Session button creates a new session.
- The Generates a Shortcut button generates a shortcut on the desktop.
- The Help button displays a definition or message from S A P Online Help.
- The Customize Local Layout button gives users options to change some layout preferences.

Title Bar

The Title Bar, located below the Standard Toolbar, displays the active screen name and or transaction.

Application Toolbar

The application toolbar gives users shortcuts to commonly used functions on the Menu Bar. Application Toolbar functions from left to right are as follows:

- User Menu
- S A P Menu
- S A P Business Workplace
- Add to Favorites
- Delete Favorites
- Change Favorites
- Move Favorites down
- Move Favorites up

User Menu and Folders

The SAP Easy Access User menu appears first after Log On. This is one of two main screens in ECC. This screen is personalized to each user and displays your user name. The User Menu button is located in the Application Toolbar.

ECC uses folders to organize transactions. Users can click on arrows to the left of each folder to view available transactions.

Open folders are shown with a down arrow in this example. The User Menu and General End-User Functions folders are now open.

To close these folders, click the left arrow. All folders in the User Menu are now closed.

SAP Easy Access Menu

The second menu available is the SAP Menu. From the Application Toolbar select the SAP Menu button. This Menu contains customized tasks or transactions users can perform based on job responsibilities.

Just like the User Menu, transactions are organized in folders and subfolders. Click on the left arrow next to the folder to open and close folders. Browse Menu folders to view your available transactions.

<u>Lesson 3 - Creating and Navigating Sessions:</u>

Lesson Three: Creating and Navigating Sessions

ECC Session Overview

A session is a window that allows users to perform transactions. Multiple sessions allow you to work on more than one task at a time.

How many sessions can a user have open at one time? Although it's best to have only three sessions open at once, ECC can accommodate as many as six open sessions, but due to system resources this is not recommended.

ECC allows you to move between open sessions without losing work. This gives users flexibility to perform multiple transactions at once.

For Example: You can create a customer invoice in one session, run a customer balance report in a second session, and post an incoming payment in a third session.

Creating ECC Sessions

There are four options to create a new session in ECC:

Option one: In the Command Field type forward slash "o" and the Transaction Code, then click the Enter button.

Option two: On the Standard Toolbar, click the Creates New Session button.

Option three: Go to the Menu Bar and select System, then from the drop-down menu select Create Session.

Option four: Click the Windows Menu icon, then select Create Session from the drop-down menu.

Navigating Open Sessions

To navigate between ECC sessions, without losing data in an active transaction, click the ECC button from the Windows taskbar. When the multiple session window opens, select the appropriate session.

Also, there is a keyboard shortcut to move or toggle between open sessions. Press and hold the alt key while pressing the tab key until the appropriate session is selected.

Verifying Open Sessions

To verify the active session you are working in: Go to the Status Bar located at the bottom right hand of the screen. Click the Session Manager Icon. The pop-up menu displays active system, session, and transaction information.

Closing Sessions

There are three ways to close a session in ECC:

Option one: Go to the Standard toolbar then click the Log Off button.

Option two: Go to the User Menu bar, and select System, then select End Session from the drop-down menu.

Option three: At the upper right corner of the window, click the Close button.

Lesson 4 - Favorites Folders:

Lesson Four: Favorites Folders

Adding Transactions to Favorites Folder

Users may organize their frequently used transactions in a Favorites Folder. This folder is specific to each user and can be organized according to user preferences. There are four ways to add transactions to your Favorites Folder:

Option one: Select the transaction to be added to your Favorites Folder. Right click, and select Add to Favorites.

Option two: Select the transaction to be added to your Favorites Folder. Go to the Menu Bar, and select Favorites, then select Add from the drop-down menu.

Option three: Select the transaction to be added to your Favorites Folder, then Drag-and-drop the transaction directly into the folder.

Option four: Select the transaction to be added to your Favorites Folder, then, at the Application Toolbar, click the Add to Favorites button.

Rename Favorites

Transactions in your Favorites Folder can be re-named to provide descriptions that are meaningful to you.

There are two options for doing this:

Option one: Select the transaction to be re-named, then, at the Application Toolbar, select the Change Favorites button.

Next, the "Change a favorite" pop-up window is displayed, re-name your transaction, and click the Continue button to complete your changes.

Option two: Select your favorite transaction to be re-named. While the transaction is highlighted right click with your mouse, then, from the drop-down menu, select Change favorite.

Next, the "Change a favorite" window is displayed, re-name the existing favorite, and select the continue button to complete your changes.

Organizing Favorites

Favorites can be organized to the user's preference. To re-order Favorites: Select the transaction to be re-ordered. From the application toolbar, select the Move Favorite Down or Move Favorite Up button, and change the position of the highlighted favorite in the list.

Users can also create sub-folders within their Favorites Folders: To create a sub-folder: Go to the Menu Bar, and select Favorites, then select Insert folder.

A pop-up window will appear which is labeled "Create a Folder in the Favorites List". Enter the new folder name, and select the Continue button to save your changes.

Deleting Favorites

There are two options to delete favorites transactions and sub folders in ECC.

Option one: Select the favorite transaction or sub-folder to be deleted. Go to the Application Toolbar, and select the Delete Favorites button.

Option two: Select the favorite transaction or sub folder to be deleted. Go to the Menu Bar and select Favorites, then select Delete from the drop-down menu.

Lesson 5 – ECC Transactions:

Lesson Five: ECC Transactions

Transactions and Transaction Codes

To complete certain job responsibilities, users are required to perform specific tasks in SCEIS ECC. These tasks are referred to as transactions. Each transaction is given a unique system assigned code. Transaction codes are a combination of letters and numbers.

For example: If an accounts receivable clerk needs to create or enter a customer invoice they would use transaction code F B seventy. F B seventy is the ECC transaction code associated with “enter customer invoice”.

ECC Status Bar

Generally, users are provided with the appropriate access to the transactions they need to perform their job responsibilities. If a user tries to use a transaction that is not a part of their job responsibilities they may receive an error message. This message is located in the Status Bar at the bottom of the Easy Access screen.

The left side of the status bar will alert users to error information and session warning messages. If you cannot access a transaction that should be available, follow the procedures in place within your agency to request access.

The right side of the status bar provides general information about the system and the transaction currently open in ECC. By clicking the Session Manager icon, users can change displayed information. The Session Manager pop-up window displays the following options from top to bottom:

- System displays the server, session number and ECC client you are working in.

- Client indicates which ECC client you are in.
- User displays user name.
- Program indicates a system code identifier for each screen accessed.
- Transaction displays your active transactions.
- Response Time indicates how fast your system is moving from one screen to another in milliseconds.
- Interpretation Time and Round Trips/Flushes are primarily used by programmers and technicians.

Display Transactions Technical Names

Users may want to customize their User and Easy Access menu to display transaction codes with technical names or descriptions.

To display transaction codes with technical names, go to the Menu Bar, and select Extras, then select Settings.

When the Settings window appears, select the “Display technical names” checkbox.

Users can also select additional setting options such as “Display favorites at the end of list”, “Do not display menu, only display favorites”, and “Do not display pictures”.

Select the Continue button to save your settings.

Transaction codes and technical names are now displayed in the User and Easy Access Menu. Users can change these settings at any time.

Creating New Transactions
Transactions are available in the SAP Easy Access menu. The Easy Access menu folder displays transactions based on user access.

There are two primary ways to enter a new transaction:

Option one: Type the transaction code directly in the Command Field. Click the Enter button to execute the transaction.

The new transaction is displayed and ready to be created.

Option two: Go to your SAP Menu folder and expand the folders to find your transaction. Select the appropriate transaction, and double click to open the new transaction window.

This will take you directly to the new transaction. You may begin entering your data.

Open Multiple Transactions

Users may need to enter more than one transaction at a time. When working in an open transaction you can create a new transaction without losing data.

For Example: You need to create a "Customer Credit Memo", but you haven't entered all your data in the open "Customer Invoice". On the Standard Toolbar, click the Creates New Session button.

In the Command Field type "fb seventy-five", then click the Enter button.

This takes you directly to the "Customer Credit Memo" transaction. You can now enter data.

Users have two options to end a transaction.

Option one: Click the Exit button on the standard toolbar until you return to your Easy Access screen. When the "Exit Editing" pop-up window appears, select "Yes" if you have already saved your work. Select "No" if you have not saved your work, go back and save your data and exit the transaction screen.

Option two: On the Standard Toolbar type forward slash "n" in the command field, and click the Enter button to return to the Easy Access Menu.

Lesson 6 - Help and ECC Log Off:

Lesson Six: Help and ECC Log Off

Help with Transactions

There may be times when you are working in a transaction but you don't know what information is required for a certain field. You can use the Help button or the F1 key to access the Performance Assistant.

First, place your cursor in the field where you need help. Go to the Standard Toolbar, select the Help button or press the F1 key.

Either action will take you to the Performance Assistant window which displays an overview of your selected transaction field.

SCEIS uPerform

SCEIS provides users with an online resource called uPerform to access instructional guides for performing South Carolina's Business Process Procedures or BPP's. Users can find specific instructions for transactions, procedures and best practices related to their business area.

UPerform contains four content areas:

- **Business Process Procedures:** This content area contains step-by-step instructions for performing transactions, tasks, and processes.
- **Course Participant Guides:** This content area contains materials for online and instructor lead courses that introduce new and existing users to many SCEIS business areas.
- **Mini-guides:** This content area is designed to guide users, step-by-step, through extensive procedures in business area's pertaining to Finance, Human Resources, Time & Leave, Travel, Payroll, and Materials Management.
- **Quick Reference Cards or QRC's:** This content area contains PDF documents designed to describe specific SCEIS transactions and business procedures with concise step-by-step instructions.

Users can access uPerform two ways:

Option one: While using ECC go to the Menu Bar and select Help, then select SCEIS Help. You will automatically be connected to the SCEIS uPerform Search Results web-page. Enter your search terms and click the Search button. UPerform displays all material related to your search term.

You can also access the uPerform website from the SCEIS homepage at h t t p colon forward slash forward slash w w w dot sceis dot s c dot gov, then go to the left navigation bar, and point your mouse over Training, when the drop-down menu appears, select SCEIS uPerform.

At the uPerform webpage you can search available content areas or use the Advanced Search to find a specific process or procedure.

Additional Help Resources

Resources are available should you need help. You can e-mail or call the SCEIS Service Desk.

To access the Service Desk Ticket Form click on the link or call 803-896-0001 and select option one for SCEIS Help.

Or contact production support within your agency for assistance (if available).

Print Screen

It is sometimes helpful to print or e-mail a screen shot for the Help Desk. From the Menu Toolbar, select Customizing of Local Layout button, then select Hard Copy from the drop-down menu. You can print a copy of the screen shot or save it as a P D F to e-mail to the Help Desk.

Logging Off

How to Log Off ECC:

From the Application Toolbar, select the Exit button. When the “Log Off” window appears, select the “Yes” button if you are sure your data is saved and you have completed your work. Click the “No” button if you need to save your data before exiting.